

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
USDA, ANIMAL AND PLANT HEALTH INSPECTION SERVICE

2. MAJOR SUBDIVISION  
INFORMATION TECHNOLOGY COMMUNITY

3. MINOR SUBDIVISION  
MANAGEMENT SERVICES DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
LINDA MUDD

5. TELEPHONE  
(301) 734 - 8420

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-463-98-1

DATE RECEIVED  
5-11-98

**NOTIFICATION TO AGENCY**

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

11-24-98 *[Signature]*

**6. AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE  
11-24-97 *[Signature: Linda Mudd]* RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

This form was electronically produced by Elite Federal Forms, Inc.

*copy to Agency NWMD NIR*

**PRP 8-2 - Expendables**

1. **Government Purchase Card Account Set-Up File** - Files that include Government purchase cardholder application form, test scores, and any other miscellaneous correspondence and documents that contribute to changes in a cardholder account, such as address change notices, and request to increase limits.

**Retention Period**

**Originating Office:**

Disposition: Destroy 2 years after card is canceled.

**All Other Offices:**

N/A

2. **Government Purchase Cardholder Program Files** - Includes copies of all monthly statements, correspondence, notices, and miscellaneous documents by fiscal year.

**Retention Period**

**Originating Office:**

Disposition: Cut-off file at end of fiscal year. Destroy when 3 years old.

**All Other Offices**

Destroy when 3 years old.